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Adult Basic Education & Training (ABET Level 1 to 4)

The General Education and Training Certificate: Adult Basic Education SAQA ID 71751 includes the following Adult Basic Education Levels:

ABET Level 1: Communication in English level 1 & Mathematical Literacy level 1

ABET Level 2: Communication in English level 2 & Mathematical Literacy level 2

ABET Level 3: Communication in English level 3 & Mathematical Literacy level 3

ABET Level 4: Communication in English level 4 & Mathematical Literacy level 4, Economic and Management Science, Natural Science, Life Orientation, Small Medium and Micro Enterprises, Human and Social Sciences



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Further Education & Training Certificate General Management NQF Level 4

The Further Education and Training Certificate: General Management NQF Level 4 includes the following short-course training Programmes below:

- Apply leadership concepts in a work context
- Employ a systematic approach to achieving objectives
- Responsibilities of a team leader
- Motivate and build a team
- Manage individual and team performance
- Professional business writing
- Solve problems, make decisions and implement solutions
- Monitor the level of service to a range of customers
- Prioritise time and work for self and team
- Apply the organisation's code of conduct
- Manage expenditure against a budget
- Conduct a structured meeting
- Conduct a disciplinary hearing
- Communication skills
- Communications second language
- Mathematical literacy



Contact **The Institute for Telling Development** for more information

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National Certificate General Management NQF Level 5

The National Certificate: General Management NQF Level 5 includes the following short-course training Programmes below:

- Recruit and select candidates to fill defined positions
- Use communication techniques effectively
- Empowering team members
- Conflict Resolution
- Conduct negotiations to deal with conflict situations
- Intervention services
- Victims of sexual offences
- Analyse leadership and related theories in a work context
- Manage the finances of a unit
- Create and manage an environment that promotes innovation
- Formulate recommendations for a change process
- Develop, implement and evaluate a project plan
- Apply the principles of ethics to improve organisational culture
- Monitor, assess and manage risk
- Apply a systems approach to decision making
- Maintain workplace relationships
- Lead people development and talent management
- Apply principles and concepts of emotional intelligence
- Monitor and evaluate team members against performance standards
- Monitor and evaluate team members standards
- Select and coach first line managers
- Apply mathematic analysis to economic information
- Build teams to achieve goals and objectives
- Apply the principal of ethics to improve organisational culture
- Manage a diverse work force to add value
- Apply the principles of knowledge management
- Domestic relationships counselling



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National Certificate New Venture Creation NQF Level 2

The National Certificate: New Venture Creation NQF Level 2 qualification includes the following short course training skills programmes and modules: You can enrol for the following skills programmes only and not individual modules with the New Venture Creation Training Programme:

CREATIVELY DISCOVER YOUR BUSINESS IDEA

- Identify and demonstrate entrepreneurial ideas and opportunities
- Match new venture opportunities to marketing needs



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National Certificate

New Venture Creation NQF Level 2 *continued*

SUCCESSFULLY STARTING YOUR BUSINESS

- Determine financial requirements of new venture
- Identify the composition of a selected new ventures

CONSTRUCTIVELY CARING FOR YOUR BUSINESS AND ITS PEOPLE

- Apply basic HR principles in a new venture
- Demonstrate knowledge and understanding of HIV/AIDs in a workplace and its effects on a business sub sector, own organisation and a specific workplace
- Work with a range of patterns and functions and solve problems
- Identify, describe, compare, classify, explore shape and motion in 2 and 3 dimensional shapes in different contexts

PROFESSIONALLY BUILDING YOUR BUSINESS

- Apply basic business ethics in a work environment
- Behave in a professional manner in a business environment
- Apply the basic skills of customer service
- Monitor and control the receiving and satisfaction of visitors
- Maintain and adapt oral communication

SMARTLY RUNNING YOUR BUSINESS

- Manage finances for a new venture
- Manage business operations
- Manage marketing and selling processes of a new venture
- Prepare and process documents for financial and bankings



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Short Courses

All ITD training Programmes can be done as short courses.



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Ethics



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National Certificate Information Technology End User Computing NQF Level 3

The National Certificate: Information Technology End User Computing NQF Level 3 includes the following short course training programmes:

- Using ICT in the organisation
- Using microsoft office word 2013
- Communication
- Mathematical literacy
- Using a web browser
- Using microsoft office powerpoint 2013
- Using Microsoft office excel excel 2013 Level 1
- Using microsoft office outlook 2013
- Using microsoft access 2013



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School Career and Life Planning



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National Certificate Production Technology NQF Level 2

The National Certificate: Production Technology NQF Level 2 Training programme includes the following short course training modules:

- Health and safety in a work area
- Hazards and safety in the workplace
- Safety and productivity
- Stock take
- Action plans to improve productivity
- Quality indicators of manufacturing
- Monitoring quality
- Orientate self in the workplace
- Perform routine maintenance
- Processing material
- HIV/Aids
- Organisational procedures
- Using information from texts
- Applying statistics and probability
- Understanding numbers
- Oral/Signed communication
- Geometrical relationships in workplace contexts
- Communication in occupational learning programmes
- Finance
- Using patterns and functions
- Writing skills
- Equipment and consumables
- Use and care of engineering tools
- Use and care of engineering equipment
- Power tools



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National Certificate Production Technology NQF Level 3

The National Certificate: Production Technology NQF Level 3 Training programme includes the following short course training modules:

- Apply quality procedures
- Apply safety, health and environmental protection procedures
- Logistics support
- Planning and scheduling of tasks in a production environment
- Functions of an organization
- First line maintenance
- Work as a project team member
- Communication
- Mathematics



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Further Education and Training Certificate Counselling NQF Level 4



The Further Education and Training Certificate: Counselling NQF Level 4 includes the following short course training modules.

- Communication (First Language - English)
- Mathematical literacy
- Problem Solving
- Relationship Skills
- Interpersonal relationships
- Individual rights
- Group counselling
- Workplace relationships
- Ethics in Counselling
- Ethical and legal aspects to Counselling
- Health & Wellness
- Screen a client
- Anxiety and depression
- Traumatic events
- Abuse in the workplace
- Substance abuse and addiction in the workplace
- Dread disease
- Diversity in the workplace
- At risk employees
- Disability in the workplace
- Comprised employee wellbeing
- HIV/Aids
- HIV/Aids in the workplace
- HIV/Aids & STD's

Additional Modules

- Knowledge of self
- Victims of domestic violence
- Effective study methods
- Caring environment for people who are vulnerable
- Trauma counselling

Upcoming qualifications

Further Education and Training Certificate: Project Management
Further Education and Training Certificate: Business Administration

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